

EMPLOYEE SERVICES Quick Reference Guide

GO TO: <https://es.rentonwa.gov/EmployeeServices>

or

Go to SharePoint for links to Employee Services

City of Renton Online Services
1055 South Grady Way
Renton, WA 98057
425-430-6926
425-430-6925
✉ aguardia@rentonwa.gov
mschwarz@rentonwa.gov

This service provides City of Renton employees access to information on record with the Human Resources Department. At this time, access is limited to viewing available information, features planned for the future include: maintaining address, emergency contacts, dependents, etc.

Please Logon or Register...

- Registered Users** Please Logon Here.
- New Users** New? Register Here.
- Email Password** Forgot your password?

To begin you will need to register - choose "New Users". After you have registered the next time you sign on you will go to Registered Users.

Fill out the registration form, all fields with * are required. Use the City of Renton address, phone and e-mail not your personal home information. We would suggest using your network user ID and password. Click 'Next Step'

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Employee Services

Home **New User** ? Help Contact

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

First Name **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* (example: 209 555 1212)

Email Address*

Select a **Username***

Select a **Password***

Repeat **Password**

Note: Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

Next Step...

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Please check your information carefully before clicking the register button. If you need to make changes to information shown below, [Click Here](#) now.

Name: **TEST TEST**

Address: **TEST
TEST, WA 98057**

Phone Number: **425-430-XXXX**

Email Address: **flast@rentonwa.gov**

Username: **Test123**

Password: **Hidden**

Double check your information and make any changes necessary then click 'Register' or just click 'Register'

This is what ties you to Eden payroll information. You will need to know your employee number, use all five digits, this number can be found on your paystubs or you can call payroll at 6926 or 6930. Fill out the form and click 'Register'

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Home **Register as an employee** My Profile Log off ? Help Contact

Register as an Employee

? In order to verify your identity as an employee, please provide the following information.


First Name As it appears on paycheck

Last Name As it appears on paycheck

Employee # Format: include all digits

Date of Birth Format: MM/DD/YYYY

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Employee Services

[Home](#) | **Employee Services** | [My Profile](#) | [Log off](#) | [Help](#) | [Contact](#)

This service provides City of Renton employees access to information on record with the Human Resources Department. At this time, access is limited to viewing available information, features planned for the future include: maintaining address, emergency contacts, dependents, etc.

Employee Name: LAST, FIRST

Actions...


- [Employee Self Service](#)
- [Employee Search Form](#)

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Online Services**
1055 South Grady Way
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aguardia@rentonwa.gov
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To view employee information, after entering your user name and password - Click 'Employee Self Service'



Employee Services

[Home](#) | **Job Info** | [My Profile](#) | [Log off](#) | [Help](#) | [Contact](#)

[Search Form](#)

Home Dept.

Name Emp. No.

Title/Pos# Position Status

Work Email Work Phone

Viewing **Job Info** <-- Select the information you would like to view.

- Job Info
- Personal Info
- Paychecks
- Tax Withholding
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Evaluations
- Job History
- Qualifications

Emp. Status		Last Hired	<input type="text" value="03/16/2000"/>
Org. Name		Adjusted Service Date	<input type="text" value="03/16/2000"/>
Salary Grp		Appointment Date	<input type="text" value="11/01/2000"/>
Cycle		Last Increase	<input type="text" value="11/01/2004"/>
Shift		Type	<input type="text" value="Salaried"/>
Inc. Sched		Salary	<input type="text" value="81,792.00"/>
Cafe. Pln.		Hourly	<input type="text" value="39.32"/>

FTE	<input type="text" value="100%"/>
Grade	<input type="text" value="xyz999"/>
Step	<input type="text" value="E"/>
ANNUAL	

The main page begins with job info, drop down the menu arrow to see all the selections.

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Personal Info displays your personal, contact and dependent information.

Paychecks displays your paycheck history. There is a drop down to toggle between years. You can see the actual check detail and print the check by clicking on the binoculars to the left of the date on the left hand side.

Tax withholding displays what payroll has on file from your most recent W4. How many allowances, extra dollars withheld, etc.

Tax info displays the last three years of W2 information. **This is NOT an official tax document, and is provided only for your reference.**

Direct Deposit has all your direct deposits shown, name of financial institution, end of account number, checking or savings amount or percent.

Benefits and Deductions displays all the benefits and deductions payroll has set up for you and some that are no longer active. You can use the drop down menu to change the displayed data for another year.

Leave Usage has either the last pay period information or year to date if you select a different year from the drop down the menu.

Evaluation does not display previous evaluations. Employees can find their recent evaluations in Halogen.

Job History shows the history and dates of different jobs you have held and the rate of pay for each change.

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Password Change

The screenshot shows the Renton Employee Services website. The header includes the Renton logo and the title 'Employee Services'. The navigation bar contains links: Home, eUser Profile, My Profile (highlighted), Log off, Help, and Contact. Below the navigation bar, there are fields for Name (LAST, FIRST), Email (flast@rentonwa.gov), Username (flast), and Phone (425 430 xxxx). A 'Save Changes' button is located above the profile information. The profile information is organized into sections: Name (First: FIRST, Last: LAST), Address Line 1 (1055 SOUTH GRADY WAY), Address Line 2/Suite, City/State/Zip Code (RENTON, WA, 98057), Phone Number (425 430XXXX), Email Address (flast@rentonwa.gov), Select a Username (flast), Select a Password (masked with dots), and Repeat Password (masked with dots). A text box on the right side of the form contains the instruction: 'If you need to change your password click on "My Profile" tab. Change password, save changes.' An arrow points from this text box to the 'My Profile' tab in the navigation bar.

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Employee Services

Home eUser Profile My Profile Log off Help Contact

Name LAST, FIRST
Email flast@rentonwa.gov

Username flast
Phone 425 430 xxxx

eUser Profile Application Registrations Online Transactions

Save Changes

First Last

Name* FIRST LAST

Address Line 1* 1055 SOUTH GRADY WAY

Address Line 2/Suite

City/State/Zip Code* RENTON WA 98057

Phone Number* 425 430XXXX

Email Address* flast@rentonwa.gov

Select a **Username*** flast

Select a **Password*** ●●●●●●

Repeat **Password*** ●●●●●●

If you need to change your password click on "My Profile" tab. Change password, save changes.

Please contact **Jen Becht x6926** for assistance with Employee Services